

ALABAMA FBLA



2018-19 Middle Level Blueprint for Success



Future Business Leaders of America Alabama Chapter

TO: Alabama Future Business Leaders of America Chapter Middle Level Advisers

FROM: Lisa Weeks, State FBLA Adviser
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DATE: August 1, 2018

SUBJECT: ALABAMA FBLA BLUEPRINT FOR SUCCESS

Please find the attached 2018-2019 Alabama FBLA Blueprint for Success – Middle Level. The goal of the Blueprint for Success is to encourage active chapters, help local chapters develop their programs of work, and assist chapters and members in achieving recognition and awards at the state and national level. The Blueprint for Success is aligned with the FBLA Creed.

The first section titled “Blueprint Guidelines” provides information regarding the requirements for the different levels of achievement along with directions and due dates for submission of the Blueprint. The remainder of the Blueprint shows the required and optional tasks and the required documentation for each task.

Chapters are NOT required to participate in the LEAD Program/Champion Chapter in order to achieve Outstanding Level on the Blueprint. The information provided for these additional awards are for planning purposes only.

Please do not hesitate to contact your District Vice President with any questions regarding completion of the Blueprint for Success. Thank you in advance for your dedication in making Alabama FBLA the best. We are looking forward to a successful 2018-2019 year.



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ALABAMA BLUEPRINT GUIDELINES










1	Complete all of the tasks listed on the "Required" page and 10 additional items on the "Optional" pages to receive a certificate at the State Leadership Conference. (Achievement Level)
2	Complete all of the tasks listed on the "Required" page and 15 additional items on the "Optional" pages to receive a certificate and a ribbon at the State Leadership Conference. (Excellence Level)
3	Complete all of the tasks listed on the "Required" page and 25 additional items on the "Optional" pages to receive a ribbon, lanyards, plaque, and recognition at the State Leadership Conference, and preferential reserved seating at Opening session at SLC, plus a \$100 stipend for National Leadership Conference. (Outstanding Level)
4	Refer to the Chapter Management Handbook or the FBLA Chapter Awards webpage http://www.fbla-pbl.org/fbla/membership-benefits/awards/ to verify activities needed to accomplish goals of receiving National Chapter/Member Recognition Awards for example: Super Sweeps, Non-Stop November, Action Awareness, Membership Madness, Business Achievement Awards, etc.
5	<ul style="list-style-type: none"> • Documentation may extend from April 14, 2018 – March 1, 2019. • Check all boxes beside the activities you have completed. • Place the task code and corresponding task description in the top, right corner of each page of documentation. (<i>Example: R7 – Celebrate FBLA Week and/or American Free Enterprise Day.</i>) • Must have at least one page of documentation for each task. • Copies should be sent rather than important documents. • No items may be attached to any page in the report.
6	<p>The Alabama FBLA Blueprint of Success is due in state office by March 8, 2019. The Blueprint must be bound (spiral bound, 3-ring binder, etc.) – loose papers, paperclips, stapled papers, or papers gathered in rubber bands will NOT be accepted.</p> <p>Mail to:</p> <p style="padding-left: 40px;">Mrs. Lisa Weeks Alabama Department of Education P. O. Box 302101 50 North Ripley Street Montgomery, AL 36130-2101</p>

Join our Remind! account to stay updated with important dates and reminders to keep on track while completing your chapter's Blueprint for Success. In order for you to receive reminders, text the keyword @bamaffla to 81010. Remind! is a communication platform that does not collect personal cell phone numbers.



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REQUIRED TASKS FOR ALABAMA BLUEPRINT

Code	Tasks	State Due Date	Suggested Documentation	LEAD Program/ Champion Chapter	Ribbon
R1 <input type="checkbox"/>	Conduct a planning session for newly elected local chapter officers to include a Program of Work and budget. (See the Local Chapter Organization section of the Online Chapter Management Handbook)		Copy of agenda and completed Program of Work/Budget		
R2 <input type="checkbox"/>	Submit five paid professional members.		List of paid members/receipt of payment		
R3 <input type="checkbox"/>	Increase membership in the local chapter by 10% or increase last year's membership numbers by 10 or have 100% membership in one Commerce and Information Technology class.	Payment of membership dues received by March 1	Membership Achievement form/100% Participation form	CC1	
R4 <input type="checkbox"/>	Make a \$100 donation to the ALABAMA FBLA-PBL Foundation . Mail checks to Mrs. Lisa Weeks.	January 31	Copy of check		
R5 <input type="checkbox"/>	Register at least 10 members, or at least 10% of chapter membership to compete and attend the 2019 Alabama FBLA State Leadership Conference.		Registration form	CC5, LEAD SL2	
R6 <input type="checkbox"/>	Participate in a project that benefits the March of Dimes and helps meet our state fundraising goal of \$75,000 and send March of Dimes Reporting form and donation as directed.		March of Dimes Reporting Form and copy of check	CC9	
R7 <input type="checkbox"/>	Create a committee to promote FBLA Week (February 5-11, 2018) and or American Free Enterprise Day(November)	February	Photo/letter/ newspaper article	CC8	
R8 <input type="checkbox"/>	Document a minimum of 25 cumulative community service hours with at least 10% of your chapter participating in planning and/or service.		Roster, photo. and/or community service certificate	CC10	
R9 <input type="checkbox"/>	At least three members complete at least one level of the LEAD Program/Champion Chapter.	March 1	Copy of certificate/copy of confirmation email		

Note: The above tasks fulfill the requirements for the Alabama Blueprint; however, additional requirements exist for the recognition as a Champion Chapter, and LEAD Awards.



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Optional Tasks

I believe education is the right of every person.

Code	Tasks	State Due Date	Suggested Documentation	LEAD Program/Champion Chapter	Ribbon
O1 <input type="checkbox"/>	Set a goal to increase membership and a percentage goal for retention of last year's members.		Submit online form	CC1	
O2 <input type="checkbox"/>	Plan an induction ceremony for new officers/members		Press release/photo	CC15	
O3 <input type="checkbox"/>	Hold a chapter meeting in which an icebreaker is used, an agenda is followed, a Treasurer's Report is shared, and minutes are recorded.		Agenda/minutes/photo/ Treasurer's Report	CC14, LEAD BL1	
O4 <input type="checkbox"/>	Create a membership committee to focus on new ways to recruit and retain members.		List of committee members and 2 page plan	LEAD GL1	
O5 <input type="checkbox"/>	Sponsor an FBLA Recruitment Poster Contest as part of a recruitment plan.		Photo/copy of promotional items	LEAD BL3	
O6 <input type="checkbox"/>	Host an FBLA Spirit Day for all members to wear FBLA t-shirts.		Photo	LEAD BL1	
O7 <input type="checkbox"/>	Hold at least four chapter meetings.		Agenda/minutes	LEAD BL1	
O8 <input type="checkbox"/>	At least one member completes the LEAD gold level recognition program.		Certificate/email confirmation	CC3	
O9 <input type="checkbox"/>	Have officers present the FBLA Emblem Ceremony at a local chapter meeting or event.		Agenda/Press release/photo		
O10 <input type="checkbox"/>	Prepare a chapter budget		Budget		
O11 <input type="checkbox"/>	Offer a prize to the member who recruits the most new members.		Press release and photo		
O12 <input type="checkbox"/>	Any other activity that is unique to your chapter.		Flyer/photo/agenda		

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institution, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

Code	Tasks	State Due Date	Suggested Documentation	LEAD Program/Champion Chapter	Ribbon
O13 <input type="checkbox"/>	Create a poster or flyer to promote American Enterprise Day or World Prematurity Day.		Photo/Flyer	CC8	
O14 <input type="checkbox"/>	Create a poster, flyer, or bulletin board to promote FBLA Week.		Poster/Flyer/Photo	CC13	



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O15 <input type="checkbox"/>	Plan a different activity for each day of FBLA Week.		Press release and photo	CC13	
O16 <input type="checkbox"/>	Submit at least one article with photos for Tomorrow's Business Leader (article does not have to be published for credit).		Screenshot of submission confirmation email confirmation	CC2	
O17 <input type="checkbox"/>	Host an end-of-the-year banquet to recognize outstanding FBLA members.		Photo/program		
O18 <input type="checkbox"/>	Place March of Dimes coin boxes at a local business/school.		Photo and reporting form		
O19 <input type="checkbox"/>	Invite a guest speaker from NICU or March of Dimes office.		Photo/press release		
O20 <input type="checkbox"/>	Invite a local businessperson to speak at a local chapter meeting or event.		Photo/agenda		
O21 <input type="checkbox"/>	Create an FBLA display for Open House, Registration, Orientation, etc.		Photo/Invitation		
O22 <input type="checkbox"/>	Honor your superintendent/principal/administrator as an FBLA Professional Division Member.		Registration and certificate or letter		
O23 <input type="checkbox"/>	Partner with a local business/corporation to participate in a chapter activity.		Photo/letter		
O24 <input type="checkbox"/>	Partner with an FBLA or PBL chapter on a joint project or social event.		Agenda/photo		
O25 <input type="checkbox"/>	Sponsor an activity with another Career and Technical Student Organization		Agenda/photo		
O26 <input type="checkbox"/>	Any other activity that is unique to your chapter.		Flyer/photo/agenda		

I believe that every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

Code	Tasks	State Due Date	Suggested Documentation	LEAD Program/Champion Chapter	Ribbon
O27 <input type="checkbox"/>	Chapter spends at least \$50 at FBLA-PBL Marketplace.		Receipt	CC7	
O28 <input type="checkbox"/>	Have chapter Instagram page with at least 100 followers and follow national FBLA-PBL (@fbla_pbl)		Screenshot	CC12	
O29 <input type="checkbox"/>	Host an event to honor members of the armed forces, veterans or first responders.		Photo/program		
O30 <input type="checkbox"/>	Create and maintain a chapter website or social media page.		Screenshot		



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O31 <input type="checkbox"/>	Invite an elected official or business representative to a chapter meeting or event.		Invitation/Photo		
O32 <input type="checkbox"/>	Sponsor a Dress for Success Day.		Photo		
O33 <input type="checkbox"/>	Promote financial literacy.		Photo/handout/lesson plan/presentation		
O34 <input type="checkbox"/>	Any other activity that is unique to your chapter.		Flyer/photo/agenda		

I believe every person should actively work toward improving social, political, community and family life.

Code	Tasks	State Due Date	Suggested Documentation	LEAD Program/Champion Chapter	Ribbon
O35 <input type="checkbox"/>	Plan and participate in a service project for your school or community.		Project planning form/press release	CC11	
O36 <input type="checkbox"/>	Document a minimum of 50 cumulative community service hours with at least 10% of your chapter participating in planning and/or service.		Community Service Award/Rosters/ Photo	CC10, LEAD BS3	
O37 <input type="checkbox"/>	Sponsor a meal for a family in need.		Photo/receipt	LEAD SS4	
O38 <input type="checkbox"/>	Volunteer your chapter's services to benefit someone with special needs in the community.		100-word summary	LEAD SS4	
O39 <input type="checkbox"/>	Sponsor a school support staff appreciation day.		Photo	LEAD GS2	
O40 <input type="checkbox"/>	Take a business related field trip/tour a local business.		Photo/press release	LEAD BE5	
O41 <input type="checkbox"/>	Create a chapter community service committee.		Summary of activities and photo	LEAD BS1	
O42 <input type="checkbox"/>	Sponsor a teacher appreciation day.		Photo and Press release	LEAD GS2	
O43 <input type="checkbox"/>	Sponsor a campus or community clean up day.		Photo and Press release		
O44 <input type="checkbox"/>	Participate in World Kindness Day (November 3, 2018).		Photo/list of activities		
O45 <input type="checkbox"/>	Conduct a school supply drive at your school.		Photo/flyer/press release		
O46 <input type="checkbox"/>	Adopt a child or family for the holidays.		Photo/press release		
O47 <input type="checkbox"/>	Host a canned food drive for your local food bank.		Photo		
O48 <input type="checkbox"/>	Assist victims of a disaster.		Photo/press release		
O49 <input type="checkbox"/>	Any other activity that is unique to your chapter.		Flyer/photo/agenda		



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I believe I should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

Code	Tasks	State Due Date	Suggested Documentation	LEAD Program/Champion Chapter	Ribbon
O50 <input type="checkbox"/>	Design a bulletin board promoting FBLA in a high traffic area within the school.		Photo	LEAD BL3	
O51 <input type="checkbox"/>	Write a press release about the March of Dimes or your promotion of FBLA Week.		Press release/Photo	CC13	
O52 <input type="checkbox"/>	Create a presentation highlighting the benefits of FBLA to present to students in business classes.		Picture/Copy of presentation	LEAD SL1	
O53 <input type="checkbox"/>	Join STEMPremier to create your online leadership profile.		Screenshot	LEAD BE3	
O54 <input type="checkbox"/>	Submit at least two pictures with captions to your District VP for publication.		Photos and captions		
O55 <input type="checkbox"/>	Post a copy of FBLA calendar of events on your school/chapter website and or social media page(s).		URL		
O56 <input type="checkbox"/>	Chapter members volunteer to serve meals to those in need.		Photo/press release		
O57 <input type="checkbox"/>	Have at least 10 members, or 10% of our chapter, join Alabama FBLA Remind.		Screenshot		
O58 <input type="checkbox"/>	Select an FBLA member in your local chapter as a member of the month.		Certificate, photo, press release, social media screenshot		
O59 <input type="checkbox"/>	Any other activity that is unique to your chapter.		Flyer/photo/agenda		

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

Code	Tasks	State Due Date	Suggested Documentation	LEAD Program/Champion Chapter	Ribbon
O60 <input type="checkbox"/>	Promote Prematurity Awareness Month (November).		Photo/Press release	LEAD BS2, GS1	
O61 <input type="checkbox"/>	Participate in the FBLA Go Green Project.		Photo/list of activities	LEAD BS4	
O62 <input type="checkbox"/>	Have members sign a petition for preemies banner and display in your school.		Photo/list of signed members	LEAD GS1	



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O63 <input type="checkbox"/>	Participate in Blue Jeans for Babies Day/Purchase t-shirts from local March of Dimes representatives.		Photo/Copy of reporting form	LEAD GS1	
O64 <input type="checkbox"/>	Submit a Banners for Babies to be displayed at the 2019 State Leadership Conference.		Form and copy of check	LEAD GS1	
O65 <input type="checkbox"/>	Design a chapter t-shirt or other promotional item that reflects the theme <i>Create, Lead, Inspire</i> .		Photo	LEAD SL5	
O66 <input type="checkbox"/>	Create a tri-fold brochure and video (uploaded to be viewed online) promoting the national FBLA theme <i>Create, Lead Inspire</i> .		Brochure and URL	LEAD SL1	
O67 <input type="checkbox"/>	Invite a state officer to a chapter meeting or event.		State Officer Request Form		
O68 <input type="checkbox"/>	Host a get-to-know-you social event in your local chapter.		Photo		
O69 <input type="checkbox"/>	Any other activity that is unique to your chapter.		Flyer/photo/agenda		

I believe every person has the right to earn a living at a useful occupation.

Code	Tasks	State Due Date	Suggested Documentation	LEAD Program/Champion Chapter	Ribbon
O70 <input type="checkbox"/>	Create five 140-character messages (the length of a Tweet) that highlight the key points of a book, magazine, blog, or video on leadership, careers, or business.		Screenshots, printout	LEAD BE4	
O71 <input type="checkbox"/>	Write a three-paragraph essay about an FBLA educational program, conference, or competitive event.		Essay	LEAD SL3	
O72 <input type="checkbox"/>	Have a team participate in the Stock Market Game.		Registration and 100-word summary	LEAD SE6	
O73 <input type="checkbox"/>	Create a game designed for elementary students about the free enterprise system.		Photo and summary	LEAD GL3	
O74 <input type="checkbox"/>	Research careers in technology.		100 word summary	LEAD GE4	
O75 <input type="checkbox"/>	Attend the Joint Leadership Development Conference.		Registration		
O76 <input type="checkbox"/>	Host an Adviser Appreciation Day in February as part of Career Tech Month.		Photo		
O77 <input type="checkbox"/>	Invite an administrator to a local meeting.		Invitation/photo		
O78 <input type="checkbox"/>	Any other activity that is unique to your chapter.		Flyer/photo/agenda		



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****This form must be in the state office no later than March 8,
2019****



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